

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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#T2029 PARKING ENFORCEMENT OFFICER I

***MONTHLY SALARY: \$2865 to \$3446**

***APPLICATION FILING PERIOD: FIRST DATE: October 21, 2005**

LAST DATE: November 30, 2005

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as sufficient numbers of applicants have been processed. Future application filing periods may be announced.

NOTES:

1. Parking Enforcement Officers I in the Parking Management Division, as well as Parking Enforcement Officers I in the Streets Division must:

- a) Work nights or unusual shifts for significant periods for which a 5% differential may be paid.
- b) Work weekends, holidays, or a 4 day/10 hour schedule.
- c) Perform frequent stooping, bending, squatting, reaching, twisting and repeated entering/exiting three-wheeled vehicles, and/or walking up to eight hours per day in an urban setting which includes exposure to vehicle noise and exhaust, hard surfaces and steep inclines. Interact daily with members of the public who may become angry, difficult and/or abusive.

*2. Parking Enforcement Officers I must be able to lift 20 to 50 lbs., shovel curb gutters, and are required to work storm patrol which includes filling and setting sandbags, clearing storm drain gates, etc.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION: High School graduation or equivalent.

-AND-

EXPERIENCE:

1. Six months of full-time experience enforcing codes and issuing citations.

-OR-

2. One year of full-time experience responding to requests for factual information from the public by providing accurate details regarding programs, policies, procedures, rules and/or regulations. **Note: Experience in food service, telemarketing, and retail sales is NOT considered qualifying for this position.**

NOTES:

*1. Successful completion of a P.O.S.T. approved Penal Code 832 "Powers of Arrest Course" is required after hire for all Parking Enforcement Officers I.

2. Experience in customer service which includes sensitive, adverse or confrontational situations is highly desirable.

LICENSE: A valid California Class C Driver's License is required **at the time of hire.**

DUTIES: Positions assigned to the **Parking Management Division** patrol an assigned City area by driving three-wheeled scooters (manual or automatic shift) or small pickup trucks, riding bicycles, or walking; issue citations using hand held computers for vehicles in violation of parking ordinances; mark vehicle tires to determine time violations; explain parking regulations and provide general information to the public; report damaged and inoperable parking meters; impound illegally parked or abandoned vehicles; report stranded motorists and any hazardous conditions requiring police action; process impounded vehicles; operate a two-way radio; use a computer to access vehicle information; service assigned vehicles; and complete daily reports. Some positions assigned to the **Street Division** are required to remove litter and debris from roadways and curbsides; perform storm patrol; as well as maintain, install and repair street sweeping signs.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS: will consist of the following:

APPLICATION: All properly completed applications will be evaluated for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be approved to continue in the screening process.

2. **WRITTEN TEST:** All qualified applicants will be invited to participate in a Written Test which may include, but is not limited to, the following factors: Written and Oral Communication; Interpersonal and Public Relations Skills; Judgment/Decision Making; and Mathematics **WEIGHT 100%**

Written Test Notification: Applicants will be notified by mail regarding the date, time, and location of the Written Test.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **three category** eligible list which will be used to fill position vacancies during the next **two years**. Category placement will be based on each candidate's final scores as follows: **CATEGORY 1:** 90 and above; **CATEGORY 2:** 80 through 89; **CATEGORY 3:** 70 through 79. For each vacancy, candidates certified to the hiring department from the list may be contacted for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

*TMN/October 15 1999/*Rev. 3 (10-21-05)/Class 1640

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER